

SHERIFF'S FACILITY SERVICES MANAGER

DEFINITION:

Under general direction, to manage, plan, direct and coordinate the facilities services activities of the Sheriff's Detention Bureau; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, management class allocated only to the Sheriff's Department, Detention Facility Services Bureau. The incumbent reports to the Sheriff's Commander in charge of the Bureau, and is responsible for managing the overall activities of the Facilities Services Division consisting of detention facility laundry, materials and supplies, and commissary stores activities.

EXAMPLES OF DUTIES:

Plans, directs, and coordinates the overall activities of the Facilities Services Division consisting of materials/supplies, commissary stores, and laundry services provided to all of the Sheriff's Detention Facilities; supervises subordinate supervisors responsible for each divisional function; develops and implements divisional procedures and work flow and prepares manuals; ensures that divisional activities conform with applicable penal code provisions regarding the welfare, safety and security of inmates; researches and develops specifications for purchases and contracts and obtains prices for materials, supplies and equipment for procurement; researches new retail items for the commissary store and items/programs for inmate welfare by projecting the profitability of items, researching specifications and prices, and soliciting and evaluating bids by vendors; researches new systems, facilities, and equipment for the laundry, supply, and commissary operations; prepares facility service budget proposals for each jail, the commissary store, and the Inmate Welfare Trust Fund; monitors revenues and expenditures by reviewing accounting ledger and data and makes adjustments as necessary; administers the inventory control of commissary items, materials, supplies, and equipment used in the detention facilities; determines proper and safe storage and operational requirements for a large volume and wide variety of materials, supplies, and equipment; identifies operational problems and formulates appropriate solutions; develops computer-generated report formats and maintains records and files; prepares reports (accounting and administrative) and correspondence; coordinates activities and interacts with representatives from County departments, federal and state agencies, and vendors; performs special studies and projects as assigned by Sheriff's management; and interviews and selects new staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Warehousing and storekeeping methods in the procurement, receiving, storing, inventory, and distribution of supplies.
- Retail operations techniques and methods.
- Proper storage and shipping requirements.
- Basic accounting terminology, procedures, controls and reporting.
- Supervision and training principles and techniques.
- Principles and practices of business administration and operations management.

General Knowledge of:

- Principles of laundry operation for a large institutional facility.
- Applicable California Penal Code sections pertaining to inmate welfare.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, and coordinate the activities of a multi-site stores and supplies operation.
- Prepare accounting, fiscal, inventory control, statistical, and other reports.
- Oversee and direct the operation of an institutional laundry.
- Research, collect, analyze, and evaluate information to plan or forecast future operational requirements.
- Maintain the profitability and efficiency of the commissary stores.
- Ensure that operations conform with applicable penal code provisions regarding the welfare, safety and security of inmates.
- Identify operational problems and formulate appropriate solutions.
- Supervise and train subordinate staff.
- Effectively communicate in oral and written form.
- Establish and maintain effective working relationships with departmental staff and management, vendors, and other representatives from outside agencies.
- Maintain records and files.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: the possession of a bachelor's degree in business administration or related field (emphasis in retail management) from an accredited college or university, AND, three (3) years of management experience in planning, directing, and coordinating the overall activities of facility services supporting a jail or related public institution. Previous experience must have included planning, directing, and coordinating the operation of a large-scale retail commissary store or stores.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

The incumbent must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check and polygraph examination.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months (Civil Service Rule 4.2.5).